



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

**INFORMATION SYSTEMS ADMINISTRATOR
(EXECUTIVE LEVEL)**

Posting Number

PN# 102580

Department

PLANNING AND DEVELOPMENT

Division

GIS SERVICES

Reporting Location

611 WALKER 6TH FLOOR

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Administer a staff of GIS consultants, analysts, technicians, programmers and associated computer personnel to support computer operations within the department. Administer City of Houston's core GIS database that includes updates, design, maintenance and documentation. Ensure database and data entry standards are maintained and monitor database security and integrity. Administer programming/support functions necessary for the operation of a GIS database center, automated subdivision intake and approval system, office automation system, departmental scanning operation and support to other departments. Act as liaison for GIS, consult with GIS users and other GIS systems to facilitate data sharing and resolve data acquisition issues. Serve on committees for GIS, technology, data sharing and emergency operations. Research, evaluate, recommend and assist in procurement of hardware, software and services. Advises senior management on changes for system requirements. Establishes goals, schedules tasks and evaluates performance of employees.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Computer Science, Telecommunications, Business Administration, Mathematics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Eight (8) years of experience in programming, systems analysis and design or a related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with professional work experience involving a large, comprehensive and complex municipal geographic information system utilizing ESRI software products as well as management of multiple computer systems supporting various applications. Working knowledge of C++, Java, Visual Basic, Visual C, and other development environments and experience in organizing professional and technical committees, developing goals and objectives, consensus building, project planning, database design and implementation are preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 30

\$1,999 – \$2,806 Biweekly \$51,974 - \$72,956 Annually

OPENING DATE

January 26, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD phone number is 713-837-9496.

An equal opportunity employer